

**APPROVED**  
**Cedar Area Fire & Rescue Board**  
**Regular Meeting**  
**Thursday, December 16, 2021 at 7:00 pm**  
**Cedar Fire Department**

Call to Order

Chairman Greg Julian called the meeting to order at 7:00 p.m with the Pledge of Allegiance. Present on roll call were Greg Julian, Rick Royston, John DePuy, Ron Schaub and Chris Comeaux. Andy Doornbos and Dana Boomer were present as staff.

Discussions/decisions will be for the direction of the Cedar Area Fire & Rescue Board as previously published, per the Open Meetings Act. Potential quorums of township boards will be noted in the minutes.

Citizens Comments – None

Consideration of Agenda – The board briefly discussed the agenda. **Motion by DePuy to approve the agenda as presented, second by Royston. All in favor, motion carried.**

Minutes: Approval of November 18, 2021 General Meeting Minutes – The board briefly discussed. **Motion by Schaub to approve the November 18, 2021 General Meeting Minutes as presented, second by DePuy. All in favor, motion carried.**

Correspondence Received – None

Financials –

Boomer had previously provided a handout to the board which detailed the financial statements for November. The beginning cash balance in the operating fund as of November 1 was \$234,897.29 and the ending cash balance as of November 31 was \$175,865.49. Income for the month was \$9,120.10. The vendors' payables were \$25,944.20. The November payrolls were \$20,568 on 11/10 and \$21,638.80 on 11/24.

The board briefly discussed the vendors payable and payroll. The updated unpaid bills detailed list was presented, and briefly discussed.

**Schaub moved to accept the November vendors payable as presented, Comeaux seconded. All in favor, motion carried.**

**Royston moved to accept the November payrolls as presented, Schaub seconded. All in favor, motion carried.**

**Comeaux moved to accept the November financial statements as presented, Royston seconded. All in favor, motion carried.**

Unfinished Business:

- a. Floor/Drain Work – Doornbos spoke with Spence Brothers, and has been given a final estimate for the floor and drain work of \$174,500. Doornbos spoke with Dave Bieganowski, who stated that in his opinion, the floor work would be a capital improvement, not maintenance. The board briefly discussed; this quote will be part of the discussion of the station evaluation report and the 2022 special meeting. The board requested that Doornbos check to see how long the quote is valid for, and what the work timeline would be.
- b. Strategic Planning – Doornbos had distributed a building evaluation to the board via email, which is also posted on the website. In addition, he has met with Consumers regarding the energy efficiency of the building, and is expecting an additional quote to come forward from that. Doornbos summarized the building evaluation and the board discussed. The board requested that 40 copies be printed in color to distribute at each of the January township board meetings, and that the evaluation be emailed to all township board members before the end of December.
- c. 2022 Meeting Schedule – Boomer distributed the draft 2022 meeting schedule, with meetings on the first Thursday of each month (see attached). **Royston moved, Schaub seconded that the 2022 Meeting Schedule be approved. All in favor, motion carried.**
- d. Interlocal Agreement Review Process – No further discussion.

New Business:

- a. HSA Policy – Boomer presented an updated HSA contribution policy (see attached). The board briefly discussed. **Royston moved, Comeaux seconded to approve the 12/16/2021 HSA contribution policy. All in favor, motion carried.**
- b. 2022 Special Meeting with Township Officials – The board discussed a need for a 2022 meeting with township officials to discuss the issues that have been found with the existing building, the need for a new building, and the possible options going forward for the improvement of infrastructure. The board tentatively discussed a meeting of the fire board and the four townships the last week of January. The station evaluation will be distributed to the four township boards, the board representatives will be present to discuss the items at the January township board meetings, and the fire board will discuss the plan for a four-township meeting further at their January meeting.

The board discussed a summary of the process for an Act 57 reorganization that was distributed by Royston. The summary was written by Lynn Harvey, an expert on the subject of Act 57 reorganizations. The board tentatively requested to have a conference call with Harvey at the January meeting if he was available; Royston will research this.

- c. Any New Business – None

Reports:

- a. Fire Chief – The Chief's Report was provided in the meeting packet. Doornbos summarized the main points of his report. The chief and board discussed the report.
- b. Department Staff – Staff is working to update the retirement plan agreement to allow non-union members to participate.
- c. Chairman – Julian asked if there were any holiday plans for the department; Doornbos stated that there were not yet.

Citizens Comments – None

Board Member & Chair Comments – DePuy stated that the Skiview Circle fire came up at the Glen Lake fire board meeting, and they were impressed with the teamwork among county departments that was shown at that fire and the other incidents that took place at the same time. In addition, he believes it's important to do something for the staff at Christmas time. The board discussed briefly and while department funds cannot be used for this, the association has done a Christmas party in the past.

Julian stated that there is a Consumers Energy open house in Leland tomorrow at the Leelanau Coffee Roasters Breakfast Bistro in Leland. Maple Valley Nursing Home has an "adopt-a-resident" program for Christmas that is being quite successful.

Next Meeting Date – The next regular board meeting is scheduled for Thursday, January 6, 2022 at 7 pm.

**With no further business, Royston moved to adjourn the meeting at 8:29 pm, Schaub seconded. All in favor, motion carried.**

Respectfully submitted,

Dana Boomer  
Recording Secretary

**Cedar Area Fire & Rescue  
Meeting Dates – 2022**

**All meetings will take place on the first Thursday of each month, at 7 pm, unless otherwise indicated.**

January 6, 2022

February 3

March 3

April 7

May 5

June 2

July 7

August 4

September 1

October 6

November 3

December 1

## CEDAR AREA FIRE & RESCUE

### HSA CONTRIBUTION POLICY

1. CAFR will make contributions to full-time employees' Health Savings Accounts (HSAs) to fulfill the contractual obligation that such employees not bear more than \$500 in out-of-pocket medical expenses on an annual basis through the chosen health insurance plan.
2. The contributions will be made in the following fashion:
  1. Each year in the first payroll after January 1, the department will contribute \$1,000 into each full-time employees' HSA.
  2. In order to receive the remainder of the department's annual obligation, employees must show out-of-pocket medical costs that total more than \$1,500 (the original \$1,000 contribution plus the employee's \$500 obligation). Additional payments will be made with the next payroll after receipts are received by the department bookkeeper.
  3. If an employee anticipates a large medical expense, they may communicate this in writing to the department chief and bookkeeper. The department may provide an advance on HSA contributions, at the discretion of the department chief.
  4. The department will not make contributions in excess of the insurance deductible minus \$500 for any individual employee.

12/16/2021